

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2012

Policy No. CR-1

Revised: August 1, 2016

Public Notification Requirements and Nondiscrimination Notification

Authority

7 CFR §246.4(a)(17); §246.8

22 MRSA §255 and §1951

10-144 CMR Chapter 286, §II.P.1

The National Voter Registration Act of 1993

Policy

1. All participants/applicants shall be informed of their rights and responsibilities; that they are protected against discrimination on the basis of race, color, national origin, sex, age, creed, sexual orientation, or disability; and the procedure for filing a complaint.
2. All clinic sites must display the United States Department of Agriculture (USDA) “And Justice for All” poster in a noticeable location. The poster may be downloaded from <http://www.fns.usda.gov/cr/and-justice-all-posters>.
3. All publicly distributed Maine CDC WIC Nutrition Program materials shall include the FNS and DHHS nondiscrimination policy statement and civil rights complaint procedure (see Policy CR-4, Civil Rights Complaints Process).
4. The nondiscrimination statement is not required on nutrition education and breastfeeding promotion and support materials that strictly provide a nutrition message with no mention of the Maine CDC WIC Nutrition Program.
5. The Maine CDC WIC Nutrition program shall offer voter registration assistance services at Local Agencies.

Procedures

1. Local Agencies shall include the following USDA and Maine DHHS nondiscrimination policy statement and civil rights complaint procedure on all Local Agency-developed materials:

1.1 USDA

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex,

disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442 or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.”

1.2 DHHS:

“The Department of Health and Human Services (DHHS) does not discriminate on the basis of disability, race, color, creed, gender, sexual orientation, age, or national origin, in admission to, access to, or operation of its program, services or activities, or its hiring or employment practices. This notice is provided, as required, by Title II of the Americans With Disabilities Act of 1990 and in accordance with the Civil Rights Act of 1964 as amended, section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and the Maine Human Rights Act and Executive Order regarding State of Maine contracts for services. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to DHHS, ADA Compliance/EEO Coordinators, 11 State House Station, 221 State Street, Augusta, ME 04333, 207-287-4289 (v), 207-287-3488 (v), TTY users call Maine relay 711. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA compliance/EEO coordinators. This notice is available in alternate formats upon request.”

2. If a material is too small to permit the full statement to be included, the material shall, at a minimum, include the statement: “This institution is an equal opportunity provider” in print size no smaller than the text.
3. An imprinted civil rights statement is not required on items such as cups, buttons, magnets and pens that identify the ME CDC WIC Nutrition Program, when the size or configuration make it impractical.
4. Radio and television public service announcements require the statement “This institution is an equal opportunity provider.”
5. Voter registration applications and materials must be made available and easily accessible in all clinic sites.
6. Any videos and/or public service announcements produced or used by the State or Local Agencies shall be closed captioned. Labels and promotional materials shall clearly identify the presence of closed captioning. Material already existing as of the date of this policy need not be modified to include closed captioning.